



AIRSTAACYINST 1710.4C  
30 JUN 2008

AIR STATION ATLANTIC CITY INSTRUCTION 1710.4C

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

Ref: (a) Morale, Well-Being, and Recreation Manual, COMDTINST M1710.13 (series)  
(b) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

1. PURPOSE. This instruction establishes procedures, regulations, and provides information about Townsends Inlet Recreational Facility (TIRF).
2. ACTION. All guests and TIRF employees are responsible to adhering to the regulations and procedures provided in this instruction.
3. DIRECTIVES AFFECTED. AIRSTAACYINST 1710.4B is superseded.
4. BACKGROUND. The Coast Guard and its predecessor, the U.S. Life Saving Service, have maintained a presence on Sea Isle at Townsends Inlet since the early 1850s. TIRF is the second station constructed on this site and was built in 1893. One of three stations built on the island prior to the turn of the century, it is the only one still maintained by the Coast Guard. The other two, although still standing, are no longer owned by the Coast Guard. That all three stations remain standing despite the heavy storms that periodically ravage the New Jersey coast is a testament to their stalwart construction. TIRF was an active Coast Guard Station until 1982, when a new building was constructed to house the summer detachment. During TIRF's refurbishing, several letters penned by a young woman in 1895 and addressed to the station's Captain were found hidden in the walls. The facility today provides a unique setting in which to relax and recreate in an environment rich in maritime and Coast Guard heritage.
5. PROCEDURE. Air Station Atlantic City operates this facility through its Morale, Well-Being, and Recreation Program (MWR) for the benefit of all eligible personnel. TIRF is a four-apartment coastal cottage located in the southern portion of Sea Isle City, about 15 miles from Cape May and 30 miles south of Atlantic City, New Jersey. Sea Isle City is a popular summer destination known for its beaches, fishing, surfing, boating, ocean kayaking, and windsurfing. During the winter, quiet solitude and peaceful beaches await visitors. The facility, consisting of four rooms for rent and recreational equipment, is managed by the Air Station Morale Officer and cared for by a facility attendant. Rental fees are the means through which the facility is supported

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

as sustained. The responsibility for operation and maintenance rests with Commanding Officer, U.S. Coast Guard Air Station Atlantic City.

- A. Directions. TIRF can be reached via Garden State Parkway. The building is white with a red roof and is located on a full city block at the intersection of Landis Ave and 82<sup>nd</sup> Street.
- 1) From the North: Take Exit 17 off the Garden State Parkway. Make a right turn at the end of the ramp and travel East into Sea Isle City until you reach Landis Avenue; turn right on Landis Ave; continue to 82<sup>nd</sup> Street. The house will be on your left.
  - 2) From the South: Take Exit 13 off the Garden State Parkway, traveling east into Avalon; continue to Ocean Drive; travel North along Ocean Drive (becomes Landis Ave). Continue along Landis Ave until you reach 82<sup>nd</sup> Street. The house will be on your right.
- B. Accommodations. TIRF has four apartments that share a common dining room, living area, and kitchen. Each comfortably sleeps four, but can accommodate up to six people. Apartment 1 is the only one located on the first floor and it has two entrances; one that leads to the common area, and another that leads directly outside. This is the largest of the four apartments, with a large seating area and its own bathroom. Apartment 2 is the only second floor apartment with an exterior doorway. The exterior door leads out to a small deck with stairs to the ground level. It has a second entrance from the interior hall, and also has its own bathroom. Apartments 3 and 4 are the smallest of the four apartments, though both still comfortably accommodate a family of four. These two apartments share a bathroom accessible directly from either apartment. Apartments 3 and 4 are only accessible from the interior hall. Each apartment includes:
- queen-sized bed
  - futon
  - bed linens
  - table and chairs
  - coffeemaker
  - bath towels
  - cable television and a DVD/VHS player
  - baby crib and highchair (available upon request)
  - free wireless internet access
- C. Amenities. The kitchen is shared by all four apartments. It is equipped with two refrigerators (each is assigned to two apartments), an oven and stove, high quality pots, pans, and utensils. Guests are expected to wash dishes promptly in courtesy to other patrons. There are enough plates, cups, and silverware to provide for a full house. Each apartment is assigned one kitchen cabinet and guests are expected to share the space appropriately. The common dining table seats 10. Two clothes washers and dryers are available for use. The covered front porch has outdoor cushioned chairs and a table with seating for approximately six.

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

Rocking chairs are located on the front porch and Apartment 2's deck. There is ample storage for guests who choose to bring their own bicycles, kayaks, fishing equipment, or sporting goods. The parking area is large enough to accommodate personal boats brought by trailer. Recreational equipment kept at the site and available for shared use of patrons includes:

bicycles and helmets (assorted child and adult sizes)

fishing gear

crab pots and hardware

charcoal grills (provide own charcoal)

basketball net

volleyball net

beach passes (normally \$15.00) are provided by MWR. Each apartment is assigned a canvas tote bag that may be used for beach excursions. The totes themselves function as the beach access pass, so must be returned to the apartment when not in use.

- D. Availability. Rooms are reserved on a first come, first served basis. TIRF operates on a year-round basis. Maintenance may be scheduled during the months of November-March. If a non-scheduled repair is necessary, the MWR/TIRF Staff will notify the scheduled patron as soon as possible by telephone or e-mail. If repair activity will preclude habitability or detract from patrons' experience, the option of a full refund or selection of another open period will be afforded. See the "reservations" section of this instruction for more details.
- E. Eligibility. TIRF is open to all eligible personnel in accordance with reference (a). The following personnel are authorized use of TIRF; Armed Forces personnel, USCG Auxiliary, USPHS personnel on active duty with USCG, DOD personnel on active duty with USCG, State National Guard personnel, Department of Homeland Security employees, NAF employees, and Uniformed Service personnel of foreign countries. This list is not reflective of the priority of eligible personnel.
- F. Responsibility. Guests are responsible for cleaning up after themselves, including cleaning and putting away dishes and silverware, and monitoring their laundry. Individuals whose names appear on the Reservation Application are responsible for the actions all family members and guests staying at TIRF, and will be held accountable for any damages or claims. Loud or disorderly conduct will not be tolerated. Commanding Officer, Air Station Atlantic City reserves the right to require guests to vacate for any violation of the provisions of this instruction and refuse future rentals. The Coast Guard is not responsible for damages to, or loss of, personal belongings of TIRF patrons.
- G. Reservation Policies and Procedures.

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

- 1) Occupancy is limited to seven days including one weekend. The Morale Officer may grant an extension, provided the room has not been reserved for the additional day(s) requested.
- 2) There are no limits on the number of times the facility may be used. However, persons with reservations pending may not make another reservation until occupancy of the original reservation. Transfer of occupancy is not allowed.
- 3) Eligible personnel **MUST COMPLETE** all applicable lines of the Reservation Application attached as enclosure (1).
- 4) Only guests listed on the Reservation Application are permitted to stay overnight at TIRF. Non-military guests, family members, and children are permitted provided they are accompanied by an eligible sponsor and the sponsor assumes responsibility for their actions.
- 5) Check in time is between 1400-1630 everyday. If checking in after hours, room keys may be picked up from respective room drop boxes located outside the facility front door. At a minimum of 24 hours prior to occupancy, guests will be contacted by Facility Attendant to provide combination of their room drop box
- 6) Guests are encouraged to call TIRF first to see if their desired dates of stay are available.
- 7) The following table lists the maximum lead-time for reserving stays at the TIRF for various categories of patrons. Reservations can be made on or after (but not before) the indicated number of days prior to the first day of occupancy. The Morale Officer has the final say on any priority or reservation conflicts or disputes.

**Eligible Personnel**

**Reservation Eligible Date is this many  
calendar days prior to first day of stay**

Active Duty and Reserve \_\_\_\_\_ 90 Days  
All other eligible patrons \_\_\_\_\_ 60 Days

- 8) MWR will accept reservations beginning at 1200 EST on the eligible date. In fairness to all, applicants who call early will be asked to call back after 1200 EST. Reservations are accepted in person or by mail, however calling ahead to confirm availability before sending application and payment is preferred. No "early deposits" for the next season will be accepted or honored. Mailed applications received prior to the eligible date for reservation will be held without action for one week past the eligible date before being considered unless they are correlated to a phone reservation made after 1200 EST on the eligible date.
- 9) An application form and payment are required to achieve a confirmed reservation. If the form and payment are not received by 30 days prior to occupancy, the dates in question may be offered to any wait-listed applicants or subsequent callers seeking those dates. The original applicant will be informed if their unconfirmed reservation is transferred to another patron due to non-receipt of completed application and payment by the 30-

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

day deadline. A reservation is only confirmed when the application *and* payment are received.

- 10) Reservation Applications may be requested via mail or phone, or they may be printed from the USCG Air Station Atlantic City website at: <http://www.uscg.mil/d5/airstaAtlanticCity/mwr.asp> (please note that reservations cannot be made through the internet). Contact information for all TIRF reservation correspondence is:

USCG Townsends Inlet Recreational Facility  
8101 Landis Avenue  
Sea Isle City, NJ 08243  
Attn: Facility Attendant  
(609) 263-3722

H. Payment and Cancellation Policies.

- 1) Make rent checks payable to “Townsends Inlet Recreational Fund” and attach them to signed Reservation Applications. Due to high demand for the facility, payment and applications must be received at least 30 days prior to occupancy for the reservation to be considered confirmed. Unconfirmed reservations within 30 days of occupancy are subject to being transferred to other applicants.
- 2) All payments will be cashed when received, in accordance with HQ MWR policy. Checks will not be held for delayed processing.
- 3) Guests who cancel reservations any time on or prior to 14 calendar days before occupancy will receive a full refund. Notification may be made in writing to the address above, or to the Facility Attendant by phone.
- 4) Cancellations after 14 calendar days prior to occupancy will normally preclude a refund, even if the resulting short-notice vacancy is filled by another patron. Exceptions will be considered for unusual circumstances, such as actual emergency or issuance of unexpected official orders. The Air Station Atlantic City Morale Officer will review requests for exceptions to refund policy and documentation provided to validate circumstances.
- 5) In the event of operational necessity, adverse weather conditions, or safety hazards, the Commanding Officer of Coast Guard Air Station Atlantic City may deny occupancy or order evacuation of rooms already reserved or occupied. Refunds will be provided under these circumstances. Occupants will not be provided any additional compensation other than return of rental fees for any days/partial days of denied occupancy.

I. Rental Rates.

- 1) Prices are listed for each apartment on a per day basis, active duty or retired.
- 2) Personnel on TAD orders will pay going per-diem lodging rate for each room.

Winter Season

Summer Season

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

	(01 Oct to 30 Apr)	(01 May to 30 Sept)
<u>Grade/Status</u>	<u>1 or 2</u>	<u>3 or 4</u>
E-1 to E-3_____	\$50.00	\$45.00
E-4 to E-6 and Cadets_____	\$53.00	\$48.00
E-7 to E-9, O-1, O-2, W-1, W-2		
GS1 to GS7_____	\$56.00	\$51.00
O-3, O-4, W-3 to W-5, GS8 to GS12		
NAF/Wage Grade		
Retired Military (All Grades)		
Auxiliary_____	\$58.00	\$53.00
O-5 and above, GS13 and above_____	\$65.00	\$60.00

	<u>Rental of All Four Apartments</u>	
<u>Grade/Status</u>	<u>Winter Season</u>	<u>Summer Season</u>
	(01 Oct to 30 Apr)	(01 May to 30 Sept)
E-6 and below_____	\$200.00	\$220.00
E-7 to O-4, W-1 to W-5		
GS1 to GS12		
NAF/Wage Grade and Auxiliary_____	\$230.00	\$250.00
O-5 and above, GS13 and above_____	\$260.00	\$280.00

J. Occupancy Policy.

- 1) Children under 13 years must be supervised at all times while on the facility.
- 2) Unless prior approval has been received from the Morale Officer, RVs and Campers are not allowed on the premises overnight unless owners are confirmed guests at TIRF and are used only for transportation or storage.
- 3) Room contents are checked before and after occupancy. Guests will be held responsible for any missing or damaged items. The cost of replacement or repair will be billed to the member.
- 4) The telephone works for local calls only. Long-distance calls may be made by using a calling card or a collect call, (a collect call to Air Station Atlantic City duty officer in the event of an emergency is authorized at 609.677.2226).
- 5) If guests are locked out of the facility, contact the local facility attendant or MWR/TIRF officer via Air Station duty officer at 609.677.2226 for assistance. Guests may be subject to locksmith fees if keys are lost.
- 6) Check in time is between 1400-1630. If checking in after hours, room keys may be picked up from respective room drop boxes located outside the

facility front door. At a minimum of 24 hours prior to occupancy, guests will be contacted by Facility Attendant to provide combination of their room drop box and where to pick up beach passes if applicable. Individuals whose name appears on the Reservation Application must be present at the time of check-in and for the duration of the stay.

- 7) Do not rearrange, move, or manipulate furniture in any way. Do not let children mark on walls or furniture.
- 8) Monitor the status of your laundry. Do not leave laundry in washing machines or dryers especially overnight. Towels are provided for personal use only. They are not to be removed from premises or used to clean cars, surfboards, bikes, etc...
- 9) Return all recreational equipment to their proper storage facility. Do not leave equipment adrift on or off the premises. Surfboards, boogie boards, and bicycles are prohibited in the guest rooms.
- 10) Guests shall leave grounds and facilities in good condition. Pets are prohibited on any part of the premises.
- 11) Cleaning fish on the property is strictly prohibited.
- 12) Do not leave food out anywhere in the facility unless covered or secured. Doing so may lead to pests. Do not leave food unattended while cooking, including food being grilled outside. Please clean grills after use.
- 13) Access to the basement is prohibited. Guests are not allowed to store or remove anything from the basement area.
- 14) Conserve energy. Secure all lights and appliances if not being used. If using air conditioners ensure all windows are closed.
- 15) For security reasons, do not leave doors and windows open while you are away from the facility during your stay.
- 16) Checkout time is by 1200 everyday. All personal belongings must be out of the rooms. If you stay beyond 1200, you will be billed for an extra day. If a facility attendant is not available at the time of your checkout, please drop keys and beach passes in the mail slot at the TIRF Office. Prior to checkout, all applicable rooms must be cleaned. This includes dusting, sweeping, cleaning bathrooms, and common areas. In the bathroom, clean toilets (inside and out), tub, floors, sinks, and drains. Cleaning supplies can be found in the kitchen and bedroom closets and under bathroom sinks. Please ask the attendant if you need additional supplies. Vacuums can be found in the common area closet behind the kitchen. All towels and linens must be washed, dried, and folded. All trash must be removed and deposited in the dumpster outside. The stove, microwave, refrigerator, and external surfaces must be wiped down. Failure to do so may result in professional cleaning charges and/or refused further visits.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.
7. FORMS. This instruction and enclosures (1) and (2) may be produced locally.

Subj: TOWNSENDS INLET RECREATIONAL FACILITY GUEST PROCEDURES

PAUL S. RATTE

Encl: (1) Reservation Application  
(2) TIRF Comment and Suggestion Form  
(3) Rules and Regulations